

MAGOFFIN COUNTY HEALTH DEPARTMENT*Making Community Health Differences***132 East Mountain Parkway****Salyersville, KY 41465****James Pete Shepherd
Public Health Director****Phone 606-349-6212
Fax: 606-349-6216****Appointment Scheduling Regulation Compliance Policy****Federal Regulation- 246.7(b)(4):(4):**

The Magoffin County Health Department will schedule appointments for employed individuals seeking to apply or reapply for participation in the WIC Program for themselves or on behalf of others. Appointments will also be provided to employed applicants/participants for any WIC nutrition education and benefit issuance.

Employed individuals will be identified through questions provided by support services staff addressing income determination. After it is determined that the applicant is employed, an appointment will then be scheduled.

Federal Regulation- 246.7 (b)(4: (5) – (5)

At the time of initial contact for potential WIC participants, a list will be kept with the person's name, address, phone number and if the person is pregnant. When the person misses their appointment, a phone call will be made or a letter sent to the applicant regarding the missed appointment. If the person is pregnant, a phone call will be attempted first to assure certification is made within 10 days.

Federal Regulation- 246.7 (2)

When applicants call or contact the health department requesting WIC services, the name, address and date will be recorded and logged. If the applicant does not come in on that day or the appointment date given (if applicant is employed), they will be notified via phone or mail to reschedule their appointment. The logs will be reviewed on a weekly basis to determine if applicants seeking WIC services have been certified within the 10 day period.

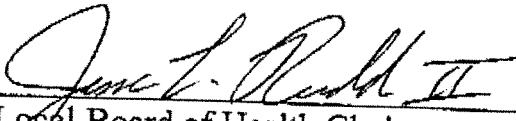
Upon registration, the applicant's contact date will be entered into the CMS system as required.

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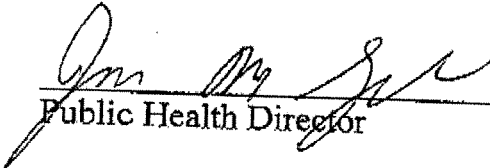
Magoffin County Health Department is an equal opportunity service provider and employer. FEB 14 2014

WIC PROGRAM

This policy has been reviewed and approved by:


Local Board of Health Chair

2/14/14
Date


Public Health Director

2-14-14
Date